

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Fire Training Captain
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|-----------------------|--------------------|
| <u>Revision Date:</u> | 11/2019            |
| <u>EEO Category:</u>  | Protective Service |
| <u>Status:</u>        | Non-Exempt         |
| <u>Control No:</u>    | 30469              |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Fire Chief, promotes prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns. Implements and evaluates training and skills for the City's Firefighters, Paramedics and Emergency Medical Technicians. Performs clerical and record keeping activities. May be assigned to administrative duties to include training, equipment, etc.

III. Essential Duties:

A. SUPERVISORY AND OPERATIONAL

- Develop, implement and evaluate training programs and skills for firefighters, paramedics and EMTs.
- Conduct training sessions; write lesson plans for medical education.
- Complete detailed reports from and keep training records for personnel.
- Oversee the hiring process and testing of firefighter EMT/Paramedic, Engineer and Captain.
- Represent the fire department as department PIO (Public Information Officer) and attend city PIO meetings.
- Oversee the training of firefighter recruits attending the fire academy.
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.
- Responds from off duty, as needed.
- Submit accurate time cards online.

VI. Marginal Duties:

- Participate in training exercises and public education programs.
- Perform other duties as assigned.

V. Qualifications:

**Experience/Education:** Must meet one of the following criteria:

- 1) Must have seven years of full-time firefighting experience with previous experience as acting captain as well as an associate's degree in Fire Science, Management, or other higher degree; or
- 2) Must have nine years of full-time firefighting experience with previous experience as acting captain.

**Certifications / Licenses:** Requires valid Utah Driver's License; State of Utah Fire Officer I certification; current EMT or Paramedic certification with the State of Utah; Apparatus Driver Operator Pumper certification; Apparatus Driver Operator Aerial certification; Inspector I certification; and Instructor I certification. All Fire Captains must be certified as Hazardous Materials Technicians. All Fire Captains must maintain their medical and Hazardous Materials certifications for the tenure of their position as Fire Captain in order to maintain their position.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Emergency medical procedures, training programs and certification requirements.

**Responsibility for:** Great responsibility for the supervision of others; making decisions which require discretion, judgement and care. Responsible for making decisions which affect the activities, training, education and certification of others.

**Communication Skills:** Ability to communicate effectively verbally and in writing, using proper grammar, spelling and punctuation; must be able to work as a member of a team; ability to communicate and deal well with citizens and employees.

**Tool, Machine, Equipment Operation:** Working knowledge of emergency equipment such as defibrillators/SaO2 monitors, projection systems, manikins and various other training tools and equipment; telephone, computer and computer software such as Power Point.

**Analytical Ability:** Must be able to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; establish effective working relationships with city officials, employees and the public; well-developed sense of strategy and timing.

VI. Working Conditions.

*Physical Demands:* Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great muscular exertion, stooping, kneeling, climbing and balancing.

*Work Environment:* Great mental pressure and fatigue exist during an average day due to exposure to difficult situations, contact with the public and deadlines; exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous materials, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; minimal overtime required; schedule may require response to emergency calls 24 hours per day 365 days per year.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_